

## University of Bolton UBIR: University of Bolton Institutional Repository

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UBIR Administration

University Library

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# A briefing paper for research staff on the University of Bolton Institutional Repository (UBIR)

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# A Briefing Paper for Research Staff on The University of Bolton Institutional Repository (UBIR)

<http://digitalcommons.bolton.ac.uk/>

University  
of Bolton



## Introduction

The University of Bolton is committed to the long term preservation of its research output and to make it freely available over the internet. On this basis the University of Bolton has joined a growing number of universities worldwide in implementing an institutional repository.

**The University of Bolton Institutional Repository (UBIR) is available at:**

<http://digitalcommons.bolton.ac.uk>

The long term aim of UBIR is to achieve a culture within the university where all research output is deposited in the Institutional Repository. UBIR will hold copies of all types of intellectual output created by staff of the University of Bolton, including:

Pre-prints	Project descriptions and reports
Post prints	Other digital media, for example software and images
Published versions	Theses and dissertations
Supplementary data	Learning objects
Conference papers	Patents (after 18 months from initial filing)

*UBIR aims to create a showcase for research, not only on an individual basis, but also for the University of Bolton as a whole.*

## The Open Access (OA) Movement and self-archiving

Two common misconceptions of OA are that repositories will be used instead of publishing in journals and that repository material will bypass peer review. However, the primary goal of OA is free online access to peer reviewed journal articles. This is achieved when one, or both, of the following conditions are met:

- All users have free, permanent access to research, and licence to use, copy or distribute that research

or that:

- Research is deposited in electronic form, into an established repository. (Budapest Open Access Initiative, 2002)

UBIR does not 'publish' academic work in the same way as an academic journal. Instead researchers are encouraged to self-archive their work by depositing it into the repository; OA serves to complement existing modes of scholarly communication. If material is confidential or sensitive then it will not be deposited, in the same way that it would not be published in a journal.

## Why should I put my work in UBIR?

There are many benefits to submitting your work into an institutional repository:

- Rapid and wide-ranging dissemination;
- Creates a showcase for research, raising individual and university profile;
- Enables University of Bolton staff to find out about colleagues' research activities;
- Heightens visibility of research with evidence showing that content is 2-5 times more likely to be read or cited;
- Removes access barriers for researchers;
- Facilitates collaboration on research activity and scholarly communication as UBIR is registered with cross-repository searching services;

## UBIR

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- Relates closely to the structure of the university so that searches can be targeted;
- Increases ways into research as UBIR is indexed by Google Scholar;
- Provides a mechanism for reporting, recording and auditing intellectual output, by, for example, making available personal article download statistics;
- Complements, but does not replace, existing modes of scholarly communication;
- Fulfils the requirements of an increasing number of funders, such as the Wellcome Trust, who mandate the deposit of research in repositories.

## Depositing your work in UBIR

Create an account at <http://digitalcommons.bolton.ac.uk/>. Then follow our guide to '*Depositing your research in the University of Bolton Institutional Repository*'. Alternatively send an electronic copy of your work to the UBIR Team at [ubir@bolton.ac.uk](mailto:ubir@bolton.ac.uk) and the UBIR Team will deposit the work on your behalf. Please include, if at all possible, the following information: Author(s); title of article; page numbers, if known; year, volume and issue; journal; publisher; DOI ([Digital Object Identifier](#)), if available; series in UBIR to which you would like your work to be submitted.

## I publish papers on my own website, why should I use UBIR?

UBIR includes SelectedWorks (<http://works.bepress.com/>), which will enable authors to manage their work with ease, including unpublished papers and presentations, a CV, a list of expertise. Additionally, visitors to UBIR can set up an RSS feed linking directly to individual pages. SelectedWorks papers will almost certainly rank higher in Google and other search results than papers posted on your personal site because sites are aggregated with all *bepress* content.

## What about copyright?

The UBIR Team takes copyright matters very seriously, and will do everything in our power to ensure that a breach of copyright does not occur.

The first step in investigating copyright is to check the [SHERPA RoMEO](http://www.sherpa.ac.uk/romeo/) (<http://www.sherpa.ac.uk/romeo/>) database. This database lists most of the major academic publishers and several society publishers. Based on the information provided by the publishers themselves, the RoMEO database potential depositors to ascertain what the publishers will and will not allow. In the event of any part of the terms and conditions listed by the RoMEO database being unclear, the UBIR Team will contact the publisher in question to seek further clarification.

## Further reading

Access to Research Outputs: RCUK position on issue of improved access to research outputs:  
<http://www.rcuk.ac.uk/access/default.htm>

Research funders open access policies:  
<http://www.sherpa.ac.uk/juliet/index.php>

Open Access Overview:  
<http://www.earlham.edu/~peters/fos/overview.htm>

## Further information

For more information on UBIR, including our policy, submission procedure and user agreement, please refer to: <http://digitalcommons.bolton.ac.uk/about.html>. Or, feel free to contact the UBIR Team at [ubir@bolton.ac.uk](mailto:ubir@bolton.ac.uk)

The UBIR Team is happy to talk to you or your School. Contact us at: [ubir@bolton.ac.uk](mailto:ubir@bolton.ac.uk).